

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: MAST International
 Region/Locality: South-side
 Period: Nov-04

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
Phase I					
(10)Correspondence w/Ineke - TCS	Dinwiddie			0.25	Re: Phase 0 numbers
(1)T/C Correspondence w/Sprint	Farmville			0.75	Re: CPE installation
(10)Intrado PSAP Survey	Farmville			0.75	Coordinate information
(10)T/C Correspondence w/Gilbert/Emmy - Sprint	Farmville			0.5	Re: Buckingham 392 exchange
(8)Correspondence w/Cara - Intrado	Nottoway			0.25	Re: Nextel towers and schedule
(10)Intrado PSAP Survey	Nottoway			2	Coordinate information
(10)Create Tower Coverage Maps	Nottoway			1	Sprint
(10)T/Cs Correspondence w/PSAP/Sprint	Nottoway			0.5	Re: Wireless trunk installation
(10)On-site Meeting w/County Officials	Nottoway			2.25	Prep
(10)Coordinate Phase I testing	Nottoway			1.5	Sprint
(10)T/Cs Correspondence w/PSAP/Sprint	Nottoway			2.25	F/U re: dropped calls on wireless trunk 7
(14)On-site for Phase I testing	Nottoway			3.5	Sprint - Unsuccessful
Phase II					
(5)Nextel Non-disclosure agreement	Amelia			0.75	Sign/Copy/Mail
(10)Weekly Contact	Amelia			0.5	Update on training of Coordinator
(10)T/C w/Ann Marie - InterAct	Farmville			0.5	Re: ESN data for mapping
(5)Nextel Non-disclosure agreement	Brunswick			0.5	Sign/Copy/Mail/F/U
(10)T/C Correspondence w/Cingular	Brunswick			1.5	F/U re: deployment w/Triton
(10)Follow up on Phase II testing	Brunswick			2.75	Verizon/Triton
(10)T/C w/Lisa - Intrado	Brunswick			0.25	Re: Nextel Phase II status
(10)Weekly Contact	Brunswick			1	Update/Prep for on-site meeting
(10)On-site Meeting w/County Officials	Brunswick			5	Prep/conduct/follow up
(14)On-site for Phase II testing	Brunswick			12	Triton
(7)T/Cs E/Ms w/Stakeholders	Charlotte			0.5	Re: Phase II ALI upgrades
(10)Coordinate Phase II testing	Charlotte			1.75	Verizon/USCC
(10)Prep for Phase II testing	Charlotte			1.75	Verizon/USCC
(10)Follow up on Phase II testing	Charlotte			1.25	Verizon/USCC

(14)On-site for Phase II testing	Charlotte			4.75	Verizon/USCC
(10)Coordinate Phase II testing	Cumberland			2.25	Verizon/USCC/Sprint
(10)Prep for Phase II testing	Cumberland			0.75	Verizon/USCC/Sprint
(13)Draft letter to Training Coordinator	Cumberland			0.25	Re: Needed Phase II Dispatcher Training
(14)On-site for Phase II testing	Cumberland			8	USCC - Unsuccessful/Sprint - Successful
(15)Correspondence w/Aaron	Cumberland			0.25	Request copy of FY04 True-up
(10)L/Ms Correspondence w/Allen Bober	Halifax			0.25	Re: Mapping System status
(10)T/C w/Stephanie - TCS	Halifax			0.25	Re: USCC towers
(10)Follow up on Phase II testing	Mecklenburg			0.25	Verizon
(10)Create maps	Mecklenburg			0.75	Re: Triton tower locations
(10)Follow up w/PSAP/MSAG	Mecklenburg			1.5	Re: Digital Mapping/CAD issues
(14)On-site for Phase II testing	Mecklenburg			8.5	Triton
(1)T/Cs Correspondence w/Chris Hardesty	Nottoway			0.5	Re: Mapping contract issues
(10)Prep for Phase II testing	Region			3	Triton/USCC/Sprint/Verizon
(10)Coordinate Phase II testing	Region			2.25	Verizon/USCC/Sprint/Triton
(10)Planning meetings	Region			8.5	Status/updates/tasking/FU
(10)Critical issues	Region			1	Updates and follow up
(10)Follow up w/Triton	Region			1	Re: Phase II COF read/test results
(10)Review Disaster Recovery Plan	Region			0.5	InterAct
(10)Correspondence w/Emmy - Sprint	Region			0.25	Re: Mated tandems
(10)F/U w/WSPs	Region			0.5	Re: New tower info
(10)T/Cs Correspondence w/Chris - MSAG	Region			0.5	Re: MSAG Map conflation
(10)Coordinate documentation	Region			5.75	Re: PSAP Phase II issues/Prep for 05
(10)Weekly Contact Calls	Region			2.25	Prepare/Conduct/Follow up
(10)Create Wireless tasking sheet	Region			0.5	With most current updates/changes
(10)Update Phase II testing schedule	Region			3.5	With most current updates/changes
(10)Update WSPs/Vendor/PSAP Contact Sheet	Region			0.75	With most current updates/changes
(10)Update Deployment Tracker	Region			0.75	With most current updates/changes
(10)Update Quick Reference Report	Region			4.25	With most current updates/changes
(10)Update Service Request Tracker	Region			1.25	With most current updates/changes
(11)Southside Regional Meeting	Region			4	Prepare/Agenda/Notify/Conduct/Follow u
(11)Monthly Newsletter	Region			5	Create/Format/Mail
(12)Review va911.org	Region			1	Re: Info/New Updates/Minutes
(12)Attend Wireless Board Meeting	Region			1.5	
(12)Daily and Monthly Activity reports	Region			8.5	Enter information/calculate hours/review
(12)Status Summary report for Steve	Region			1.5	Draft/Send
(13)Research information	Region			0.75	Re: Virginias records act
(13)Dispatcher Training Manual	Region			4.25	Edit/Organize
(15)FY2004 True-up	Region			0.5	Recap/Review

			0	137.25	
Completed Tasks					
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments